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James A. Carder
Director
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MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: November 7, 2003
RE: Additional Fixed Asset Reports on MOBIUS

Three new fixed asset reports are now available on MOBIUS. These reports are to assist agencies in their monthly reconciliation of the general ledger to the fixed asset (FA) subsystem. The reports are:

- **OFN225R1 – Non-Matching FA Subsystem and General Ledger Records.** This report provides a listing from the FA subsystem of all FA records for which the reference document number listed does not appear in the general ledger as a fixed asset. Likewise, it lists the payment documents in the general ledger with a fixed asset balance sheet account, but there is no matching fixed asset record in the subsystem. After six months, these records are purged and will appear on the OFN225R3.
- **OFN225R2 – FA Subsystem Records with Inappropriate Trans Code in the Reference Document Field.** This report lists all fixed asset records that have a number other than a PV number in the reference document number field. An example would be a PG number. All fixed asset records should list the PV number used in the purchase of the asset, as that amount is recorded in the general ledger.
- **OFN225R3 – Non-Matching FA Subsystem and General Ledger Record Purged.** This report shows items that are removed from the OFN225R1 after a six-month period has elapsed.

These reports are sorted by agency, organization, and fund. When accessing these reports in MOBIUS, using the locate icon (magnifying glass), enter the report number in the Report ID Field, enter the date in the Version ID field, and enter the agency number in the Section ID field. Organization and fund can also be entered, but are not required.

If you have questions regarding these reports, please contact Stacy Neal at 751-1979 or Pat Freeman at 751-9401.